

# CENTER FOCUSED THERAPY



## **Position Announcement:**

### **Administrative Assistant & Medical Biller**

#### **Overview**

Center Focused Therapy (CFT) is a psychotherapy practice located in downtown Chicago dedicated to providing the highest level of intentional, compassionate, and informed care for our diverse client population.

We are looking to expand our administrative team, and looking to hire an administrative assistant. The ideal candidate is self-motivated, dedicated to providing services to marginalized populations, self-reflective, and open to feedback.

The organization has openings for both part-time and full-time positions but as we continue to grow, the ideal candidate would have a desire to be a long-term member of the team.

#### **JOB RESPONSIBILITIES AND DUTIES:**

- Verifies insurance coverage and explains coverage breakdowns such as copays, coins, deductibles.
- Submits insurance claims electronically and on paper.
- Enters, verifies and reviews client information, EOB, and other billing data including accurate posting of insurance and patient payments.
- Patient collections, including calling patients about balances and setting up payment plans.
- Insurance A/R including following up on unpaid claims, claim appeals, denials, and re-considerations.
- Answering and assisting with pharmacy calls, obtaining referrals, and prior authorizations.
- Administrative office tasks such as greeting clients, supporting staff needs and planning engagement office outing

## **JOB REQUIREMENTS & QUALIFICATIONS:**

- Medical office experience: 1 year (Required)
- Medical billing: 1 year (Preferred)
- Self-motivated and the ability to work as a team player
- Effective communication skills to interact with Doctors, patients and insurance providers
- Organization and time management skills
- Attention to detail and ability to multi-task
- Basic computer skills – typing, sending emails, using spreadsheets, etc.
- Ability to maintain confidentiality

## **Benefits and Compensation**

Salary: 16.00-18.-00 hourly

Full time benefits include health insurance, 401K, disability, PTO up to 40 hours for the year.

## **Start Date**

Roughly June 1st (exact dates determined once offer is extended)

## **Application Process**

**Please send the following in ONE email to [info@centerfocusedtherapy.com](mailto:info@centerfocusedtherapy.com):**

- 1). Cover Letter indicating reasons you are interested in being with Center Focused Therapy.
- 2). Resume or Curriculum Vita.